

Adopted: September 2001, Revised: \_\_\_\_\_**Class Title: Library Public Services Administrator****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides direction and leadership for the delivery of adult and youth library services, programs, promotion, and outreach. Ensures that all library services are in alignment with the library's strategic goals and are implemented effectively at each library. Promotes the public image of the library to organizations and community groups.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs public services development by assessing library service delivery for quality and value, developing programs and services that meet the needs of the public, and working with granting agencies to obtain funding for projects.
2	L	Oversees activities by acting as a liaison between administration and public services agencies, designing and implementing strategic plans, using initiative and innovation to maximize the library's resources, and creating new opportunities for improvement.
3	L	Coordinates programs and services by working with agencies and organizations outside the library to develop programs of mutual interest, working with City departments, and ensuring that library services are reaching the community.
4	L	Acts as a mentor to staff by assisting with their professional development and morale, and providing assistance as needed.

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<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline which is acquired in a Masters degree in Library Science from an ALA accredited university.
Experience	Five years of experience in library management.
Certifications and Other Requirements	State of Virginia Professional Librarian Certification; Valid Driver's License
Reading	Work requires the ability to read reports, City management directives, professional journals and materials, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, grants, journal articles, position descriptions, library promotional materials, business letters, memorandum, and general correspondence.
Managerial	Managerial responsibilities include providing direction and leadership to employees, managing workloads, developing public services, and coordinating programs with other City departments.
Budget Responsibility	Assists the Director in designing and developing the library budget for final approval. Monitors budget expenditures and identifies and analyzes trends for decision making.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final recommendations on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, customer service
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	To/from departments, to/from branch office
Lifting	R	Office supplies, books
Carrying	R	Office supplies, books
Pushing/Pulling	R	Audio visual equipment, office equipment
Reaching	R	Books on shelves
Handling	R	Office supplies, books
Fine Dexterity	O	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Filing, retrieve books, office materials
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, writing, customer service
Hearing	C	Telephone, co-workers, staff, supervisor, citizens, patrons, personnel from Human Resources, Human Services, senior staff of various City departments, civic leagues, community groups, trustees, directors, meetings
Talking	F	Telephone, co-workers, staff, supervisor, citizens, patrons, personnel from Human Resources, Human Services, senior staff of various City departments, civic leagues, community groups, trustees, directors, meetings
Foot Controls	N	
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, motor vehicle,  
Standard Microsoft Windows and Office software, Internet/Intranet, NPL databases

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	N	Dirt and Dust	N	Office Environment	X
Chemical Hazards	N	Extreme Temperatures	N	Warehouse	--
Electrical Hazards	N	Noise and Vibration	N	Shop	--
Fire Hazards	N	Fumes and Odors	N	Vehicle	--
Explosives	N	Wetness/Humidity	N	Outdoors	--
Communicable Diseases	S	Darkness or Poor Lighting	N	Other (see 2 below)	X
Physical Danger or Abuse	N				
Other (see 1 below)	N				

(1)

(2) Public Library

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)